



**STATE OF IDAHO**  
invites applications for the position of:

## **Master Planner**

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**SALARY:** \$31.08 - \$40.41 Hourly  
**DEPARTMENT:** Division of Military  
**OPENING DATE:** 01/11/22  
**CLOSING DATE:** 01/25/22 11:59 PM  
**DESCRIPTION:**

**STATE OF IDAHO**  
**MILITARY DIVISION**  
Human Resource Office (HRO)  
State Personnel Branch  
4794 General Manning Avenue, Building 442  
Boise, ID 83705-8112  
Telephone: (208) 801-4273

### **STATE VACANCY ANNOUNCEMENT**

Registers established from this announcement may remain valid up to one year to fill vacancies within same classification and position type.

<b>ANNOUNCEMENT NUMBER:</b>	22-02-MN
<b>AREA OF CONSIDERATION:</b>	Open to current federally recognized Officer (O-3 and below) or Warrant Officer of the Idaho National Guard
<b>POSITION TITLE:</b>	Master Planner
<b>PAY GRADE:</b>	NGA-11
<b>POSITION CONTROL NUMBER:</b>	5201
<b>CLASS CODE:</b>	20262
<b>SALARY:</b>	\$31.08 to \$40.41 Hourly (\$64,649 to \$84,049 annually)
<b>FLSA CODE:</b>	Professional Exempt
<b>DUTY LOCATION:</b>	Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID
<b>TYPE OF POSITION:</b>	Military Nonclassified; Army or Air; Officer; Warrant
<b>COMPATIBLE MILITARY FIELD:</b>	Not Applicable

**JOB TITLE: MASTER PLANNER**  
**POSITION CONTROL NUMBER: 5201 & 1113**  
**CLASS CODE NUMBER: 20262**  
**SALARY GRADE: NGA-11**

**INTRODUCTION:** This position is assigned to the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to develop, coordinate and perform maintenance of the statewide Real Property Development Plan (RPDP). Coordinates and conducts all required planning studies. Assists in the preparation and development of long-range facility planning programming and real property management in accordance with state, federal and local legal regulatory, technical and operational guidelines in support of the IDARNG. Responsible for collecting and incorporating data into database system(s), and performs Real Property Planning and Analysis System (RPLANS) requirements for the Adjutant General's (TAG) goals. Responsible for participating in Architect and Engineer (A&E) firm selection boards, preparing and presenting briefings and assisting in the IDARNG Energy Program for new construction. Oversees project management of construction and renovation projects. Oversees the work of master planning per NG Pam 420-10 for the CFMO.

## **EXAMPLE OF DUTIES:**

### **DUTIES AND RESPONSIBILITIES:**

1. Provides guidance and team leadership within the department. Performs long-term planning and organizational development necessary to accomplish design and project management functions in support of programs essential to state Army National Guard (ARNG) daily operations, training and readiness missions. Fosters an environment conducive to teamwork among service providers and customers to meet state ARNG requirements.
2. Prepares design scopes of work that reference National Guard Bureau (NGB) design criteria, and establishes standards for project design. Assists in the selection or recommends selection of A&E firms for award of design contracts. Manages and schedules design development and obtains federal/state approval at each design stage through to completion. Coordinates meetings between facility users and design teams and ensures that work stays within NGB guidelines of design and space criteria for economical utilization of facilities and equipment. Reviews payment requests for accuracy, verifies work billed and recommends payment.
3. Requests construction funding. In coordination with the Planning and Programming Branch, assists in the management of the bidding process and recommends award of construction contract to responsive bidder according to established guidelines. Assists in review of the contractors' description of materials and equipment for acceptability subsequent to contract award; reviews and approves shop drawings, work and material schedules; assists in coordinating construction and renovation activities; reviews contractors cost breakdown; and provides advice on proposed contract substitutions and/or deviations from contracts.
4. Maintains and updates the IDARNG Installations Real Property Planning and Analysis System (RPLANS) database to include reconciliation with the Army Stationing and Installation Plan (ASIP) database. Inputs data and makes recommendations for improving the Planning Resource for Infrastructure Development and Evaluation (PRIDE), a federal software program that monitors state and federal module operations. Utilizes information obtained from various additional federal and state databases to prepare and generate departmental presentation data for existing or future facilities program studies, special or specific projects or other related tasks as required.
5. Represents the CFMO at meetings and conferences with other ARNG representatives, as well as NGB, the state and other government agencies. Prepares and conducts briefings for all levels of government. Assists in the development of the Long Range Construction Plan (LRCP) for the IDARNG.
6. Provides guidance on the development of building environmental, energy, security and communication systems both for programmed new construction and for retrofit of existing buildings. Prepares initial plans and specifications for alterations and repairs. Investigates construction requests to determine propriety. Determines the initial scope of minor and recurring construction projects through coordination and consultation with using agencies. Identifies and/or recommends appropriate funding sources. Reviews and processes

programming documents to include project booklets, initial cost estimates for construction, maintenance, or facilities repair projects and development of project booklets. Reviews historical maintenance data and writes reports to explain technical difficulties in upgrading facilities; recommends useable solutions to meet mission requirements. Assists facility managers in determining safe, effective, and economical use and operation of ARNG facilities.

7. Provides guidance and input to the Improvement Program for ARNG Readiness Centers (RC). May act as a project manager for delegated RC improvement design and construction projects. Coordinates with appropriate state agencies to obtain required approvals and permits for construction projects. May function as a consultant to state and federal agencies and serves as a member on A&E selection boards for those agencies.

8. Develops statements of work for implementation of minor projects. Assists in preparation of DD Forms 1390/1391 to request new construction and/or to justify facility requirements. Prepares budget-planning estimates for projects of all sizes and verifies that preliminary budget and schedules are consistent with the initial project intent.

9. Performs supervisory responsibilities, when assigned. Performs established supervisory functions and practices pertaining to full-time and temporary state employees in accordance with Idaho Military Division State Employee Personnel Regulations (IMD 3) and applicable policies and procedures. Provides leadership and direct supervision. Plans, schedules, assigns and monitors accomplishment of work and ensures accountability of assigned personnel to include utilization of time and resources. Establishes state employee job performance standards for non-temporary personnel; provides ongoing feedback and performance counseling; appraises performance not less than annually; and recommends corrective or disciplinary action when appropriate. Coordinates personnel and position action requests (SPB Form 7), job vacancy announcements, selection and hiring; employee training and development; and approves employee scheduling, leave and timesheets. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

10. Travels statewide to various IDARNG properties to gather information on the status of facilities. Also travels out of state to attend training, seminars, conferences and planning meetings with counterparts from other states, NGB representatives and contractors.

11. Performs other related duties and projects as necessary or assigned.

**SUPERVISORY CONTROLS:** Works under the general supervision of the Planning and Programming Manager who provides basic goals and objectives. Work is performed independently within established guidelines with major changes in program procedures discussed with the supervisor prior to implementation. Work is reviewed in terms of goals accomplished; it's effect on the state's success in meeting the Adjutant General's goals and accomplishing the ARNG mission, and compliance with governing rules and regulations.

**PERSONAL CONTACTS:** Contacts are with concerned citizens; state and federal regulatory officials from agencies outside of DoD, design professionals, contractors, congressional staff, local and state politicians and legislative assistants, users, legal and contracting staff, and command representatives. Conditions range widely, including informal conversations, group briefings and court testimony on behalf of the government.

**WORKING CONDITIONS / PHYSICAL EFFORT:** Although the work is often sedentary, it involves work at construction sites. Visits involve a considerable amount of physical activity, including walking, climbing, and stooping over rough terrain. While the work is often performed in an office environment, frequent visits to construction sites expose the incumbent to a variety of hazards. These include temperature extremes, high noise levels, dust, chemicals, and working construction equipment, low hanging and tripping obstacles. Work is also performed in formal public settings requiring preparation, poise and maturity.

FLSA Overtime Code: P (Professional Exempt; straight-time)

WCC: 9410

## **MINIMUM QUALIFICATIONS:**

### **QUALIFICATION REQUIREMENTS**

#### **Mandatory Requirements (conditions of employment).**

- Must be a current federally recognized Officer (O-3 or below) or Warrant Officer of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Must have 3-years of professional or paraprofessional experience in facilities master planning, project management or a related field, with responsibility for program implementation, direct service delivery, planning or program evaluation.

#### **Knowledge, Skills and Abilities (KSAs)**

**Applicants must have 36-months of specialized experience performing related duties as specified below.**

- Knowledge of planning, design, repair and construction of major structures and facilities with expertise in space utilization, environmental compliance, fire and security systems, masonry and reinforced concrete construction, roofing systems, energy management and pavement construction.
- Knowledge in planning concepts, construction methods and practices, contract procedures and construction management practices involved in the planning, design, construction or renovation of Army National Guard (ARNG) structures and buildings.
- Knowledge of applicable national, state, local and National Guard Bureau (NGB) regulations relating to design, construction and contracting. Familiarity with Federal Acquisition Regulations (FAR) as they apply to selection of architectural services.
- Knowledge of advanced human relations and conflict resolution techniques.
- Knowledge of Army Facilities Engineering programs such as ASIP, PRIDE Web (generates NGB Form 420-R), PROJDOC and RPLANS.
- Must have some knowledge of UFC 2-100-01 Installation Master Planning and obtain thorough knowledge of Army master planning regulations. Be able to plan and possess the knowledge for comprehensive planning strategies through facility and infrastructure development. This includes short range and long-range plans that will support DOD-wide military missions for supporting facilities to complete Army Training.

#### **CONDITIONS OF EMPLOYMENT:**

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.

- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a current federally recognized Officer or Warrant Officer assigned to the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

**5. PERSONNEL MANAGER CERTIFICATION:** The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan  
Supervisory Human Resource  
Specialist  
Military Division – State Personnel  
Branch

**The HRO State Personnel Branch will not forward incomplete application packets for consideration.**

## **SUPPLEMENTAL INFORMATION:**

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email [hrobypass@imd.idaho.gov](mailto:hrobypass@imd.idaho.gov) to discuss alternative options.

**Thank you for your interest in employment with the Idaho Military Division.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

Position #22-02-MN  
MASTER PLANNER  
GD

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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## **Master Planner Supplemental Questionnaire**

- \* 1. **Mandatory Requirement (condition of employment):** Must be a federally recognized Officer (O-3 or below) or Warrant Officer of the Idaho National Guard. Provide your military grade, job title, AFSC/AOC and unit of assignment.

- \* 2. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

*Provide written response regarding your willingness and ability to have and maintain a valid, unrestricted license.*

- \* 3. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

*Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.*

- \* 4. **Mandatory Requirement (condition of employment)**: Must have a minimum of 3-years of professional or paraprofessional experience in facilities master planning, project management or a related field, with responsibility for program implementation, direct service delivery, planning or program evaluation.

*Provide written response describing your qualifying professional level experience.*

- \* 5. KSA: **Knowledge of planning, design, repair and construction of major structures and facilities with expertise in space utilization, environmental compliance, fire and security systems, masonry and reinforced concrete construction, roofing systems, energy management and pavement construction.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 6. KSA: **Knowledge in planning concepts, construction methods and practices, contract procedures and construction management practices involved in the planning, design, construction or renovation of Army National Guard (ARNG) structures and buildings.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 7. KSA: **Knowledge of applicable national, state, local and National Guard Bureau (NGB) regulations relating to design, construction and contracting. Familiarity with Federal Acquisition Regulations (FAR) as they apply to selection of architectural services.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

\* 8. **KSA: Knowledge of advanced human relations and conflict resolution techniques**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

\* 9. **KSA: Knowledge of Army Facilities Engineering programs such as ASIP, PRIDE Web (generates NGB Form 420-R), PROJDOC and RPLANS.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

\* 10. **KSA: Must have some knowledge of UFC 2-100-01 Installation Master Planning and obtain thorough knowledge of Army master planning regulations. Be able to plan and possess the knowledge for comprehensive planning strategies through facility and infrastructure development. This includes short range and long range plans that will support DOD-wide military missions for supporting facilities to complete Army Training.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

\* 11. Unqualified or incomplete applicant packets will not be forwarded.  
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

Yes    No

\* 12. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

Yes    No

\* Required Question